



## Tips and Suggestions Managers' Meeting - April 15, 2020

These tips and suggestions were generated from the Managers' Meeting on April 15, 2020. Refer to these suggestions when planning Public Service Week activities.

### Public Service Week Suggestions

Have the DJJ Forum recognize employees for service and accomplishments during this week with a daily highlight (spotlight) with respect to the employees to be recognize. Additionally, have the DJJ Director provide a special message recognizing this week and the employees of this Department.

Plan games during virtual meeting. Trivia games lend themselves to remote forums. Answers to questions could be the names of employees. e.g. Which member of the Executive Team won a Twist Dance Contest at a VJJA Conference?

Build a kudos wall via google to celebrate all the good work happening

Email kudos/shout out to staff members or various units, highlighting/recognizing their work. This gets rather competitive between the unit supervisors and it's been a lot of fun in previous years. Everyone wants to "top" the others recognition.

Some type of fun physical activity or game via video that people could do at the same time from home (anything that could give people a designated/fun break in their work day)

Encourage staff, especially those at Bon Air and on the "front lines," to submit photos on the Google Drive we've set up. These photos can then be published in a special PSW DJJ Forum newsletter, which will be distributed throughout DJJ.

Virtual Tootle / Kudos Board

Submit video greetings/shout outs that could be compiled into a DJJ highlight reel!

Online Competition Using a Virtual Game Format

Highlight staff who have 30 plus years of service

Plan a picture scavenger hunt that individuals could do around their neighborhood and submit pictures as the answer to the clues.

I suggest supervisors write a brief thank you note to all of the people who report to them, saying Happy Public Service Week and pointing out one example of something they do/contribution to our department. It's general and specific to the person, too.

Certificates of accomplishments

Write Thank You notes! I asked staff to write thank you notes last year and it was well-received. I think it would be special for supervisors to do that for their staff.

Handwritten notes is a lost art and getting one is always nice